

Minutes of the Monthly Meeting of the Clavering Parish Council (CPC) held on Monday 13th January 2025 at 7:30pm in the Clavering Village Hall, Hill Green, Clavering

Present: Cllr S. Gill (Chairman), Cllr F Smither, Cllr K Elliston, Cllr R Couchman

Also in attendance: Mrs Lynette Young (CPC Clerk & RFO), five parishioners and Councillor Oliver & Councillor Gooding (present in part).

The Chairman opened the meeting at 19:30hrs

237 Chairman's Welcome: The Chairman welcomed all, thanking them for attending. She advised that the Clerk had been unwell for three weeks since the last meeting and had therefore been unable to attend to some council matters.

238 Apologies for absence: Apologies were received from Cllr Bullen. **P: Cllr Smither S: Cllr Elliston**

239 Declaration of Interest:

Cllr Elliston declared an interest in items 247.1 i) & ii)

Cllr Gill declared an interest in item 256.6 cheque 2259

240 Public Participation Session: A parishioner asked if the council had a new date for Environment Agency work at the Bridges and was informed that it was still expected to go ahead but was obviously weather dependent; they asked if the council was aware of the ruts on the Village Green at the Horse Pond and it was advised the council will address this when the weather was suitable; they advised that they would be speaking to the Uttlesford Local Highways Panel's next meeting to ask for consideration of improved road warning signage at Middle St ford.

241 District Councillor Report:

Cllr Oliver spoke on the expected Devolution in Essex and reorganisation of the current 2nd and 3rd tiers of Government. He thought that there may be the introduction of 4 unitary authorities across Essex, with approx. 47,000 electors in each as Essex County Councils and the District level Councils would cease to exist. There would be an Elected Mayor, and the expectation this would take place in 2026. Current districts may be split across different new authorities, though if Uttlesford were to be separated there could be problems as it currently borrows heavily to make specific capital investments. He confirmed that Parish and Town Councils would not be affected and would continue to operate as previously.

242 To approve and sign minutes of the previous meetings: It was agreed to approve and sign the minutes of the Monthly Clavering Parish Council Meeting held on 11th November.

P: Cllr Elliston S: Cllr Smithers In Favour: Unanimous

It was proposed that the minutes of the Monthly Clavering Parish Council Meeting held on 9th December would be deferred to the February meeting as they were received late.

243 Clerk's Report: The Clerk provided a verbal report outlining work carried out, phone calls made and courses attended and explained that she had been ill over the Christmas period. She was handed two letters by Cllr Couchman.

244 Planning

244.1 Planning to be discussed: None.

244.2 UDC Decisions: None made.

244.3 Inspectorate Planning Decisions:

Appeal A Ref: APP/C1570/W/24/3340185 Yew Tree Farm, Ford End Road, Ford End, Clavering, Essex CB11 4PU The development proposed is alterations and restoration work, as part of change of use of the building and related land to a single dwelling at Yew Tree Farm Ford End Road Ford End Clavering Essex CB11 4PU. **Appeal: Dismissed**

Appeal B Ref: APP/C1570/Y/24/3340189 Yew Tree Farm, Ford End Road, Ford End, Clavering, Essex CB11 4PU The works proposed are alterations and restoration work, as part of change of use of the building and related land to a single dwelling at Yew Tree Farm Ford End Road Clavering Essex CB11 4PU. **Appeal: Dismissed**

245 Neighbourhood Plan Working Party (NPWP): A written report was received and recommendations approved as follows:

1. An Extraordinary Meeting to be called on Wednesday 29th or Thursday 30th January to consider the quotes for the NP LCA on the recommendations of the NPWP.
P: Cllr Gill S: Cllr Smither In Fav: Unanimous
The Clerk to contact the Christian Centre for availability.
2. The Parish Council agree to the cost of a meeting to be held at Clavering Christian Centre for NP volunteers with a view to setting up a Steering Committee.
P: Cllr Gill S: Cllr Elliston In Fav: Unanimous

246 Representative Reports

246.1 Allotments:

It was noted that a letter had been received from an allotment holder who has relinquished their plot and that the letter will be discussed at the next appropriate meeting after circulation to councillors. A verbal report was given and Cllr Elliston doesn't believe the hedge has been cut. The Clerk to contact Paul Abrahams and arrange a site visit with Cllr Gill & Cllr Elliston.

246.2 Byways and Footpaths: nothing has been reported and there are no problems.

246.3 EPFCC Public Meeting for Uttlesford Area:

Cllr Gill gave a verbal report, noting that this was poorly attended for a public meeting. It was stressed that all crimes should be reported, as this helps with intelligence gathering and ongoing crime prevention if clusters are identified. Next visit to Clavering Shop by local police: Saturday 29th March 10am.

246.4 Jubilee Field Committee of Management

next meeting 22nd January. Discussion will centre on the repair/replacement of old equipment as highlighted by recent H&S surveys. Quiz Night scheduled for 31st January - this is a major fundraiser for the Committee.

246.5 EALC: Finance Meeting 16th January, Executive Meeting 6th February. The CEO is now returned from extended sick leave.

246.6 UALC: Executive Meeting expected 5th February.

247 Finance Part 1:

20.05hrs Councillor Elliston left the room.

247.1 To discuss and decide on funding grants for:

i) Clavering Primary School: £3000

This was discussed and agreed that a grant of £1,500 be given over towards the purchase of inter-active white boards from the Easement reserves.

P: Cllr Couchman S: Cllr Smither In Fav: Unanimous

20.24hrs District Councillor Oliver left the meeting.

ii) Clavering Parish Churchyard: £640 re. item 189 January 2024 meeting

Cllr Couchman spoke about his proposal and motion, however Cllr Gill stated no grant request had been received from the church. The motion failed and it was hoped that the church will come forward with their own grant request.

20.38hrs Councillor Elliston rejoined the room.

County Councillor Gooding arrived at the meeting.

iii) Clavering Cricket Club: £350 towards the cutting of the Village Green at Hill Green re. item 190 January 2024 meeting

This was discussed and agreed that a £350 grant would be given via the 2025-2026 precept.

P: Cllr Elliston S: Cllr Smither In Fav: 3 Abst: 1

247.2 The draft budget was discussed and it was agreed that the Trees and Hedges budget line for 2025-2026 be increased to £5000. **P: Cllr Gill**

Proposal to agree the Budget of £28,291 for 2025-26 **P: Cllr Gill S: Cllr Elliston In Fav: Unanimous**

247.3 Proposal to accept and agree the parish precept at £27,261 for 2025-2026. The Band D actual will be £38.75 pa, a reduction of £6.25. **P: Cllr Gill S: Cllr Smither In Fav: Unanimous**
The Chair and the Clerk signed the precept demand form.

248 Clavering Community Speedwatch: It was noted the recent coordinator of this moved away from Clavering a few years ago, there has been no response to the request for more volunteers to come forward to carry out this volunteer community action. In mid-December, all community speedwatch equipment was handed over to the CPC Chairman by a volunteer who has also withdrawn from the programme; the Chairman understands that there is only one remaining trained and registered volunteer who lives at Hill Green. The Chairman contacted PC Sampson concerning the return of the equipment which is the property of Essex Police. PC Sampson has asked that the CPC advertise the programme again and request volunteers - as it has done for the past two years. This will be done in January via the Newsletter and social media. As requested, the Chairman has also contacted the PFCC's Speedwatch coordinator about the status of Clavering Speedwatch and advised that she currently holds all the equipment.

It was mentioned that Mr Lyons contacted the parish council to be a volunteer previously. The Clerk will contact him to see if he is still interested. Cllr Couchman would like to do a refresher course should the council find someone who is willing to be the co-ordinator.

249 Village Green and Parish Assets

249.1 To confirm size and agree the type of bench to purchase and install at The Bridges will be moved to February agenda.

249.2 Large white stones placed on the registered Village Green outside Copt Hall – Clerk to provide update from insurers will be moved to February agenda.

249.3 Oak on Lower Hill Green – still awaiting additional quote to remove lower branches.

241 County Councillors Report:

Cllr Gooding spoke on the UDC Local Highways Panel, asking if the Parish Council supported the initiative that a parishioner had raised with him re. warning signage at Middle St ford. He advised that there may be some funding amounts available for small highways projects. He stated that he is waiting for the meeting with the relating officer at Highways re Blacksmiths Corner.

He also spoke on the Devolution vote at Essex CC. The indication is that the district, city, borough, and county councils with the existing unitary authorities of Thurrock and Southend will wind up in two years, and up to five new unitary authorities will be created. These will take on additional responsibilities to

the previous 2nd tier of government such as Adult Social Care and Highways. One benefit would be that Highways and Planning would have closer contact. The County Council would cease and transfer to a Mayoral Authority with proportional representation. ECC has requested that next year's elections are cancelled to ease this handover but it will be Central Government's decision. (An election across Essex costs £3m) ECC has pushed for some years for Devolution and is hopeful that being in the first tranche will mean that Essex residents will get 'the right package'. It is expected that there will be applications for more Parish & Town Councils to be formed, eg Harlow is currently unparished.

21.21hrs County Councillor Gooding left the meeting.

250 Risk Assessment Book

250.1 Large tree fallen on Lower Hill Green – still awaiting a second quote to remove.

250.2 Cllr Couchman mentioned there was a fallen tree in front of Hill Green Farm House. Cllr Smither said the owners were dealing with it. Cllr Couchman provided a document VG54 showing this area is part of the Village Green. Cllr Gill said the land is owned by either ECC or Hill Green Farm House and the document needs to be checked with parish records as she believes this is not part of the Village Green and therefore the parish council cannot carry out any work.

250.3 Both defibrillators "rescue ready" 23rd December.

251 Carols on the Village Green Monday 16th December

Though not as well attended as in 2023, all present had a thoroughly enjoyable time. Thanks are extended to councillors who donated festive nibbles. The collection taken up for Clavering Care raised £83.00; this was passed to Mrs Jill Young and an emailed letter of thanks has been received. It is recommended that the event be staged on Thursday 18th December next year (schools break up next day) and that the Sheering Brass Band is booked again.

252 Passenger Transport: 'Love Your Bus Grant Fund' was discussed and it was determined that the Clavering Parish Council would not apply.

253 Website Compliance: Aubergine has been contacted regarding setting up a compliant website and we are awaiting a quote.

254 SAR Request: Further specific information has been received by the Clerk at the meeting and there are 30 days to reply.

255 Training: Cllr Gill attended RCCE training on Writing a Neighbourhood Plan.

Tuesday 4th March and Wednesday 5th March. Protecting Commons, Greens & Open Spaces. Two Webinars given by The Open Spaces Society. 9.15am – 1.00pm each day. £160.00 for 2 modules. Councillor bursary available (if personal limit not already reached). Cllr Gill will attend.

256 Finance Part 2:

256.1 It was noted the Clerk's payroll additional to the Standing Order, for training received in November, will be paid by cheque this month.

256.2 The Clerk's expenses, for new printer ink, was approved. **P: Cllr Gill S: Cllr Smither In Fav: Unanimous**

256.3 It was noted Cllr Gill's expenses for the Carols on the Village Green, approved in the December meeting.

256.4 It was noted the invoice received from DM Payroll Services for the period 1st October 2024 to 31st March 2025.

It was proposed to suspend Standing Order 3x to allow the meeting to continue after 9.30pm.

P: Cllr Gill S: Cllr Elliston In Fav: 3 Against: 1

256.5 Saffron B/S Account: the report from Cllr Gill was noted and the draft letter to change the account to a Community /Charity Status Account was agreed.

P: Cllr Gill S: Cllr Elliston In Fav: Unanimous

256.6 Cheques approved.

Additional cheque 002261 Clavering Village Hall £60.00 for October & November

P: Cllr Elliston S: Cllr Smither In Fav: 3 Abs: 1

Credit Received	a/c 16513215 Business Reserve 31.12.24 Interest £0.14 a/c 67217796 Business Current 03.12.24 EALC Bursary £240.00
Balance at NatWest Bank Current A/C 31st December 2024	£23,092.21
Balance of Clerk's Expenses A/C 31st December 2024	£184.98
Balance at NatWest Reserve A/C 31st December 2024	£119.88
Balance of Saffron B/S A/C 31st December 2024	31.12.24 Interest £343.53 £31,145.25

Clerk's Expenses Account	Detail	Amount	Total	VAT
10.12.24	Corsto	£29.00	£34.80	£5.80
10.12.24	Force 36	£27.92	£33.26	£5.54
Total			£68.06	

Cheques to approve:

Cheque	Detail	Amount	Total	VAT
002256	Trf to Clerk's Account		£68.06	
002257	Clerk Additional Payroll		£87.80	
002258	Clerk Expenses	£29.12	£34.94	£5.82
002259	Cllr Gill Expenses	£74.98	£77.98	£3.00
002260	DM Payroll Services		£66.00	
Total of cheques to be paid			£334.78	
Total of cheques outstanding	2252 £156.00 2254 £570.30 2255 £450.00		£1176.30	
Jan Wages SO			£540.90	
Jan Scribe DD			£50.40	
Expected C/A Balance			£20,989.83	

257 Items for next agenda:

1. To discuss waterwheel at Sheepcote Green
2. Item 229 – to receive an update for
 1. The Cricketers

2. Butts Green
3. Mill End Pond
4. Mill Lane Triangle
3. To determine actions for the Dick Ball Meadow/Woodland Trust
4. Risk Assessment Review – to be done by the 31st March
5. Third Quarter Finances Review
6. Report back from Employment Committee and Clerk's midterm review.

258 Close of Meeting and announcement of next meeting:

The Chairman closed the meeting at 21:41 hrs, thanking councillors for attending.

The next meeting of the Full Council will be held at the Clavering Village Hall on Monday 10th February 2025 at 7.30pm.

Signed:
Chairman

S.M. GU

Dated:

10th March 2025